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Abstract

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INSTRUCTIONAL OBJECTIVES FOR A JUNIOR COLLEGE COURSE IN SHORTHAND

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SHORTHAND OBJECTIVES: SET # 1

General Objectives:

1. To recognize and read the alphabetic strokes of Gregg shorthand.

2. To spell words phonetically, associating the appropriate shorthand symbol with the phonetic spelling.
3. To be able to read complete sentences and paragraphs written in shorthand.

4. To read brief forms.

5. To become acquainted with the principles of phrasing and the symbols of punctuation and capitalization.

Unit 2 - Lessons 7 - 18 (12 days)

General Objectives:

1. To learn to use the student's transcript.

2. To spell and read word lists.

3. To review brief forms and phrases.

4. To spell and read word beginnings and word endings.

5. To learn to express amounts and quantities in shorthand.

Unit 3 - Lessons 19 - 30 (12 days)

General Objectives:

1. To introduce writing.

2. To learn how to prepare homework assignments properly.

3. To develop the ability to read fluently from shorthand plates.

4. To read from word lists sampling four new phrasing principles.

5. To be able to read and write all brief forms covered in Lessons 1-30.

Unit 4 - Lessons 31 - 42 (12 days)

1. To introduce pre-transcription training by improving the ability to define and spell words and to punctuate sentences while refining shorthand skills.

2. To begin to read from shorthand homework assignments, giving punctuation and its reason.

3. To review techniques of homework practice and to introduce marginal reminders.

4. To learn two new word beginnings and endings.

5. To automotize brief forms and phrases.

6. To learn additional new abbreviating and phrasing devices.

Unit 5 - Lessons 43 - 54 (12 days)

General Objectives:

1. To automotize phrases and brief forms.

2. To read four new word families.

3. To learn new methods of expressing quantities and numbers.

4. To further refine reading and writing skills.

Unit 6 - Lessons 55 - 70 (16 days)

General Objectives:

1. To improve reading and writing skills.

2. To begin simple new-matter dictation.

3. To review all word-building principles.

IV. MATERIALS OF INSTRUCTION

Students are required to purchase the following materials:

Textbook: Gregg Shorthand Simplified for Colleges, Vol. I, by Leslie, Zoubek, and Hosler
Student's Transcript for textbook
Spiral notebooks
Fountain or ball-point pen

V. UNITS OF INSTRUCTION

As shown above, the course is divided into six major areas of instruction so that students can feel they have accomplished something definite and to enable them to see the position of the thing learned in the scheme as a whole. These six units are expanded as follows:

Unit One - Lessons 1 - 6 (6 days)

Specific Objectives:

1. Given the alphabetic shorthand strokes or symbols which represent the vowel and consonant sounds, the student will recognize and read the symbols aloud and in concert.

2. Given a word list and the phonetic spelling of the words appearing on that list, the student will spell and pronounce the words aloud and in concert.

3. Given a letter from the textbook using words derived from the prirciples covered in these lessons, the student will be able to read this letter at a minimum rate of 40 words a minute and to transcribe the letter in longhand at the rate of 15 words a minute.

4. Given the brief forms and phrases presented in these lessons, the student will be able to read them individually and in unison.

Unit Two - Lessons 7 - 18 (12 days)

Specific Objectives:

1. Given a student's transcript, the students will imitate the teacher's "two-finger method" of using the key quickly and effectively.

2. Given a letter from the textbook using words which illustrate all principles covered up to the time of presentation, the student must be able to read this letter at a minimum of 60 words a minute and to transcribe the letter at the rate of 15 words a minute with not more than 5 errors.

3. Given a letter covering all principles which the student has copies from the textbook, the student must be able to read this letter at a minimum speed of 40 words a minute.

4. Given the brief forms in Lessons 1-18, the student must be able to transcribe correctly in longhand 90% of them.

5. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1-18), the student must be able to transcribe correctly in longhand 80% of the words given.

Unit Three - Lessons 19 - 30 (12 days)

Specific Objectives:

1. Given a portion of a letter from the previous day's homework assignment dictated at the rate of 50 words a minute, the student must be able to imitate the teacher's writing on the chalkboard of that portion of the letter which she dictates to herself.

2. Given a portion of a letter from the following day's homework assignment dictated at the rate of 50 words a minute, the student must be able to imitate the teacher's writing on the chalkboard of that portion of the letter which she dictates to herself.

3. Given a letter from the textbook using words which illustrate all principles covered up to the time of presentation, the student must be able to read this letter at a minimum of 60 words a minute and to transcribe the letter at the rate of 15 words a minute with not more than 5 errors.

4. Given a letter covering all principles which the student has copied from the textbook, the student must be able to read this letter at a minimum speed of 40 words a minute.

5. Given the brief forms in Lessons 19-30, the student must be able to write and transcribe correctly 90% of them.

6. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 19-30), the student must be able to write and transcribe correctly in longhand 80% of the words given.

Unit Four - Lessons 31 - 42 (12 days)

Specific Objectives:

1. Given a letter with marginal reminders from the text, the student must spell and define the word or phrase in the marginal reminder as he reads the contextual matter. Violations will result in being excluded in error allowance.

2. Given a letter from the previous day's homework with encircled punctuation marks, the student must identify each punctuation mark and give the reason for its use.

3. Given the word beginnings and endings which represent new learning covered in Lessons 31-42, the student must be able to write and transcribe the words with 80% accuracy.

4. Given the brief forms presented in Lessons 1-42, the student must be able to write them as the teacher dictates at the rate of 1 item every 3 seconds and to transcribe correctly 95% of them.

5. Given additional abbreviating and phrasing devices presented in Lessons 31-42, the student must be able to read them quickly and without hesitation.

6. Given a letter from the previous day's homework assignment, the student must be able to take the letter from dictation at the rate of 50 words a minute for 3 minutes with books closed and to transcribe the letter with not more than 5% error.

Unit Five - Lessons 43 - 54 (12 days)

Specific Objectives:

1. Given the brief forms presented in Lessons 1-54, the student must be able to write them as the teacher dictates at the rate of 1 item every 2 seconds and to transcribe correctly 95% of them.

2. Given the word families and quantitative expressions which represent new principles covered in Lessons 43-54, the student must be able to write and transcribe the words with 80% accuracy.

3. Given a letter from the previous day's homework assignment with marginal reminders and encircled punctuation marks, the student must be able to spell and define the words in the marginal reminders and must also be able to identify punctuation marks and give reasons for their use.

4. Given a letter from the previous day's homework assignment, the student must be able to take the letter from dictation at the rate of 50 words a minute for 3 minutes with books closed and to transcribe the letter with not more than 5% error.

Unit Six - Lessons 55 - 70 (16 days)

Specific Objectives:

1. Given the letters from the textbook and from graded supplementary material containing brief forms and easy phrases, the student will be able to take the letters from dictation at the rate of 60 words a minute for 2 minutes and to transcribe them with not more than 5% error.

2. Given two letters from the previous day's homework assignment, the student will be able to take the letters from dictation at the rate of 60 words a minute for 3 minutes with books closed and to transcribe them with not more than 5% error.

SHORTHAND OBJECTIVES: SET # 2

Statement of Required Texts and Manuals

The materials which the teacher would need in this class of beginning shorthand are as follows:

Leslie, Zoubek, and Hosler -- GREGG SHORTHAND FOR COLLEGES, Diamond Jubilee Series, Volume I, (1965). McGraw-Hill Book Company, Gregg Division, Novato, California.

Text	$5.75
Student's Transcript	1.90
Workbook	2.40
Instructor's Handbook	1.25
Key to Workbook	1.00

Leslie, Louis, and Zoubek -- GRADED TRANSCRIBING TESTS IN GREGG SHORTHAND, Diamond Jubilee, Second Edition, 1964.

Gregg, Leslie, and Zoubek -- GREGG SHORTHAND DICTIONARY, Diamond Jubilee Series, (1963).

UNIT IV

ORGANIZATION OF EACH UNIT OF INSTRUCTION

Statement of Major Concepts

As stated in Unit II, the general purposes of the course are to teach the theory of Gregg shorthand and to develop the student's ability to take shorthand dictation at a minimum speed of 60 words per minute. This knowledge will enable the student at the termination of her business training to apply for a secretarial position, be gainfully employed, and thus provide for her basic needs.

Three end-of-course goals with specific objectives point up the above concept.

1. The student will learn the brief forms as presented in Gregg Diamond Jubilee

    a. To pass with at least 95 per cent accuracy a brief form test based on all the brief forms presented in the course. Students must write and transcribe the brief forms with 95 per cent accuracy for a grade of C; 98 per cent, B; and 100 per cent, A.

2. The student will understand the principles of joining presented in Gregg Diamond Jubilee

    a. To pass with at least 85 per cent accuracy a 100-word theory test based on all the shorthand outlines presented in the course. Students must write and transcribe the words with 85 per cent accuracy for a grade of C; 92 per cent, B; and 98 per cent, A.

3. The student will develop the ability to take and transcribe previewed dictation of letters

    a. To successfully pass three previewed three-minute takes at either 60, 70, or 80 words per minute with 5 per cent or less error. Students passing three 60's qualify for a C grade; three 70's, B grade; and three 80's, A grade.

List of Specific Measurable Objectives

1. To develop the ability to read textbook plates and student-constructed notes without hesitation

    a. Given a letter from the text using words derived from all of the shorthand principles presented in Lessons 1-48, the student must be able to read this letter at a minimum speed of 160 words per minute

2. To lay a foundation for further development of dictation and transcription skill

    a. Students are given practice on new-matter material containing mostly brief forms and easy phrases. Speeds range between 40 and 60 words per minute--speed to determine grade

3. To develop an automatic response in constructing outlines for commonly used words and new words

    a. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 - 48), the student must be able to write and transcribe correctly 85 per cent of the words given. (Sampling of 40 words)

4. To develop the ability tc use a business vocabulary according to standards of correct English, spelling, and punctuation rules

    a. Given a transcription exercise of four paragraphs, the student must apply the English grammar rules previously studied, with 90 per cent accuracy

    b. Given a transcription exercise of 50 sentences, the student must apply the rules of punctuation previously studied, with 90 per cent accuracy

    c. Given a list of 300 spelling demons, the student will from a dictated list of 50, spell no less than 48 correctly.

Lessons 1 - 6 Principles of Theory 5 hours

Specific Objectives

1. Given a letter from the text using words derived from all of the shorthand principles presented in lessons 1 - 6, the student must be able to read the letter at a rate of 40 words per minute.

2. Given a letter from the text using words derived from all of the shorthand principles presented in lessons 1 - 6, the student must be able to transcribe 45 words in three minutes with no more than 5 errors.

Lessons 7 - 18 Principles of Theory 10 hours

Specific Objectives

1. Given the brief forms in lessons 1 to 18, the student must be able to write and transcribe correctly 90 per cent of them.

2. Given a letter from the text using words derived from all shorthand principles presented in lessons 1 to 18, the student must be able to read this letter at a minimum speed of 60 words per minute.

3. Given a letter from the text using words derived from the shorthand principles presented in lessons 1 to 18, the student must be able to transcribe 45 words from this letter in three minutes--5 errors maximum.

4. Given a letter which the student has copied from the text into her shorthand notebook (covering the principles contained in lessons 1 to 18), the student must be able to read this letter at a minimum speed of 40 words per minute.

5. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (lessons 1 to 18), the student must be able to write and transcribe correctly 80 per cent of the words given.

Lessons 19 - 30 Principles of Theory 10 hours

Specific Objectives

1. Given the brief forms in lessons 1 to 30, the student must be able to write and transcribe correctly 90 per cent of them.

2. Given the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 - 30), the student must be able to write and transcribe correctly 80 per cent of the words given.

3. Given a letter (principles covering lessons 1 to 30), the student must be able to read back the letter at a minimum speed of 50 words per minute.

4. Given a letter (principles covering lessons 1 to 30) which the student has copied in his shorthand homework notebook, the student must be able to transcribe in three minutes no less than 40 words with five errors or less.

Lessons 31 - 42 Principles of Theory 10 hours

Specific Objectives

1. Given the brief forms in lessons 1 - 42, the student must be able to write and transcribe correctly 95 per cent of them.

2. Given the words used to illustrate shorthand principles at the beginning of each lesson, (lessons 1 - 42) the student must be able to write and transcribe correctly 80 per cent of the words given.

3. Given a letter which has been prepared as part of the homework assignment (80 words), the student must be able to take the letter at 40 wpm with the book closed and transcribe this letter with a maximum of five per cent error.

4. Given a transcription exercise, the student must be able to apply the English grammar rules previously studied.

Lessons 43 - 48 Principles of Theory 5 hours

Specific Objectives

1. Given the brief forms in lessons 1 - 48 (includes all brief forms), student must be able to write and transcribe correctly 98 per cent of the forms.

2. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson, lessons 1 - 48, the student must be able to write and transcribe correctly 85 per cent of the words given. (Sampling of 100 words)

3. Given a transcription exercise, the student must be able to apply the comma rules covered in lessons 31 to 48. Errors will be included in the error allowance score.

4. Given a homework letter (120 words) from the previous night's assignment, the student must be able to take the letter at 60 wpm with the book closed and transcribe with a maximum of five per cent error.

Final Specific Objectives

1. Given previewed, new-matter dictation for three minutes at 60, 70, and 80 words per minute, the student must be able to transcribe a take at one of these speeds with at least 95 per cent accuracy.

2. Given the brief forms contained in Lessons 1 - 48, the student must be able to write and transcribe correctly 95 per cent of the forms.

3. Given a sampling of 100 words illustrating the shorthand principles at the beginning of Lessons 1 - 48, the student must be able to write and transcribe correctly 85 per cent of the words given.

SHORTHAND OBJECTIVES: SET # 3

in reaching the ultimate objectives set up for the course. These six steps are broken down according to lessons covered in the textbook. Objectives, learning experiences, and evaluation are considered for each step.

1. Textbook: John Robert Gregg, Louis A. Leslie, and Charles Zoubek. GREGG SHORTHAND, DIAMOND JUBILEE SERIES, TEXT EDITION. New York: McGraw-Hill Book Company, Inc., Gregg Publishing Division, 1963.

2. Student Transcript to accompany text

3. Shorthand Dictionary: John Robert Gregg, Louis A. Leslie, and Charles E. Zoubek. GREGG SHORTHAND DICTIONARY, DIAMOND JUBILEE SERIES. New York: McGraw-Hill Book Company, Inc., Gregg Publishing Division, 1963.

Step One, Lessons 1 to 6, 6 hours

Specific Objectives

1. Given a letter from the text using words derived from all of the shorthand principles presented in Lessons 1 to 6, the student must be able to read this letter at a minimum speed of 40 wam.

2. Given a letter from the text using words derived from all of the shorthand principles presented in Lessons 1 to 6, the student must be able to transcribe 45 words in three minutes with no more than 5 errors.

Step Two, Lessons 7 to 18, 12 hours

Specific Objectives

1. Given a letter from the text using words derived from all of the shorthand principles presented in Lessons 1 to 18, the student must be able to read this letter at a minimum speed of 60 wam.

2. Given a letter from the text using words derived from all of the shorthand principles presented in Lessons 1 to 18, the student must be able to transcribe 45 words from this letter in three minutes--no more than 5 errors are permitted.

3. Given a letter which the student has copied from the text into his shorthand notebook (Covering principles from Lessons 1 to 18), the student must be able to read this letter at a minimum speed of 40 wam.

4. Given the brief forms in Lessons 1 to 18, the student must be able to write and transcribe correctly 90 per cent of the brief forms.

5. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 to 18), the student must be able to write and transcribe correctly 80 per cent of the words given.

Step Three, Lessons 19 to 30, 12 hours

Specific Objectives

1. Given a letter (principles covering Lessons 1 to 30), the student must be able to read back the letter at a minimum speed of 40 wam.

2. Given a letter (principles covering Lessons 1 to 30) which the student has copied from the text into his shorthand notebook, the student must be able to transcribe in three minutes no less than 40 words with five errors or less.

3. Given the brief forms in Lessons 1 to 30, the student must be able to write and transcribe correctly 90 per cent of the forms.

4. Given the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 to 30), the student must be able to write and transcribe correctly 80 per cent of the words given.

Step Four, Lessons 31 to 40, 10 hours

Specific Objectives

1. Given a homework letter (80 words) from the previous night's assignment, the student must be able to take the letter at 40 wam with the book closed and transcribe this letter with a maximum of five per cent error.

2. Given the brief forms in Lessons 1 to 40, the student must be able to write and transcribe correctly 95 per cent of the forms.

3. Given the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 to 40), the student must be able to write and transcribe correctly 80 per cent of the words given.

4. Given a transcription exercise, the student must be able to apply the comma rules presented. Violations will result in being included in error allowance.

Step Five, Lessons 41 to 50, 10 hours

Specific Objectives

1. Given a homework letter (120 words) for the previous night's assignment, the student must be able to take the letter at 60 wam with the book closed and transcribe the letter with a maximum of five per cent error.

2. Given the brief forms in Lessons 1 to 48 (all of the brief forms), the student must be able to write and transcribe correctly 95 per cent of the forms.

3. Given a sampling of the words used to illustrate shorthand principles at the beginning of each lesson (Lessons 1 to 48), the student must be able to write and transcribe correctly 85 per cent of the words given. (Sampling of 100 words)

4. Given a transcription exercise, the student must be able to apply the comma rules covered in Lessons 31 to 48. Violations will be included in the error allowance score.

Step Six, Lessons 51 to 70 and Dictation Practice, 30 hours

Final Specific Objectives

1. Given previewed, new-matter dictation for three minutes at 60, 70, and 80 words a minute, the student must be able to transcribe a take at one of these speeds with at least 95 per cent accuracy.

2. Given the brief forms contained in Lessons 1 to 48, the student must be able to write and transcribe correctly 95 per cent of the forms. (Achieved in Step Five.)

3. Given a sampling of 100 of the words used to illustrate shorthand principles at the beginning of Lessons 1 to 48, the student must be able to write and transcribe correctly 85 per cent of the words given. (Achieved in Step Five.)